



STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES

POLICY

POLICY NUMBER

01.01.050

PAGE

1 OF 3

EFFECTIVE DATE

12-1-92

SUBJECT

Contracting Authority

SUPERSEDES P&P OR POLICY #

01.01.050

DATED

7/12/91

APPROVED BY

[Signature]

TITLE

Office of the Commissioner

CHAPTER

Delegation of Authority

RESPONSIBLE HQ/SYSTEM DIRECTOR

Commissioner

LEGEND

F - Final Authority

R - Final Authority may be
Redelegated

E - Endorsement Required

C - Consultation, Coordination,
and/or Evaluation Required

* - May not be performed by
person temporarily acting in
this position

Headquarters

Int'l Airports

AMHS

Regions

Commissioner

Deputy Commissioner

Administrative Services

Engineering & Ops Stds

Information Systems

Plans, Programs & Budget

System Comptroller-AIAS

Int'l Airport Director/Mgr

System Director - AMHS

Support Services Mgr

Reservations & Mkt Mgr

Terminal & Ship Svcs Mgr

Port Captain

Engineering Mgr

Management Info Mgr

Regional Director

Planning Chief

D&C Director

M&O Director

Footnotes

Competitive Bids

- Design & Construction
Appeal Officer
Contracting Officer
Other Responsibilities

F*

R

R

F

F

F

F

F

F

F

R

R

1

- Maintenance
Appeal Officer
Contracting Officer
Other Responsibilities

F*

R

R

R

F

F

F

F

F

F

R

R

R

1

- Procurement: Equip-
ment, Commodities,
Employee Housing Units
Appeal Officer
Contracting Officer
Other Responsibilities

F*

R*

R

2

1,3

1. Contracting Officer has authority to enter into and administer contracts. The authority for (a) signing contracts in excess of the limits established by 2 AAC 12.400, (b) terminating contracts, (c) Contracting Officer's Decisions, (d) bid protest decisions, and (e) final acceptance cannot be delegated.
2. Deputy Commissioner with budget oversight has final authority.
3. Dept. of Administration will provide Appeals Officer for contracts issued under DOA delegation.
4. Redelegations will generally be made to Equipment Fleet and Supply Section. Redelegations will be made to Statewide Leasing only for employee housing. Requests for procurement delegation for other sections may be submitted for consideration.



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	Commissioner	Deputy Commissioner	Administrative Services	Engineering & Ops Stds	Information Systems	Plans, Programs & Budget	System Comptroller-AIAS	Int'l Airport Director/Mgr	System Director - AMHS	Support Services Mgr	Reservations & Mkt Mgr	Terminal & Ship Svcs Mgr	Port Captain	Engineering Mgr	Management Info Mgr	Regional Director	Planning Chief	D&C Director		M&O Director
Competitive Proposals																				1
- Appeals Officer	R	F*	R	R	R	R	R	R	R	F	F	F	F	F	F	R	R	R	R	
- Contracting Officer	R		R	R	R	R	R	R	R	F	F	F	F	F	F	R	R	R	R	2
- Other Responsibilities																				
Disposal																				
-Transfer of Surplus or Excess Personal Property except SEF Equipment		C	F				F	F	F											
- Donation of SEF Equipment to Political Subdivisions	F	C	C					C											C	
- Disposal of SEF Equipment by Sale		C	F				C	C											C	

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2. Contracting Officer has authority to enter into and administer contracts. The authority for (a) signing contracts in excess of the limits established by 2 AAC 12.400, (b) terminating contracts, (c) Contracting Officer's Decisions, (d) bid protest decisions, and (e) final acceptance cannot be delegated.



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Planning Chief

D&C Director

M&O Director

Footnotes

Other Procurement

Methods

- Waivers per DOT&PF
form D25-026

Procurement Authorized
to DOT&PF by Statute

• Design, Construction &
Maintenance, RFP's

• Procurement of
Equipment, Commodities
& Services

- Waivers per DOA form
02-100 Procurement
Delegated to DOT&PF
by DOA

F

C

C

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1-2,4

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1. If the value of the procurement exceeds the amounts for small procurement under AS 36.30.320(a) and the procurement is for goods utilized in construction and maintenance projects, then E&OS will be consulted.
2. Emergency procurements made under 2 AAC 12.440(a) may be made by the agency official responsible.
3. See P&P 24-2000 where DOA approval is required on waivers in excess of limits for small procurements under AS 36.30.320(a).
4. Approval of Sole Source, Limited Competition, and Type "B" Emergencies is delegated to the Regional and System Director levels when the procurement does not exceed the amount for small procurement under AS 36.30.320(a).